

Our ref: CPR/MWh

4<sup>th</sup> April 2022



Headteacher: Mark Anstiss

## GCSE/GCE/BTEC/OCR - Coursework/Controlled Assessment & Enquires About Results (EARS) Appeals Procedures 2022

Dear Parent/Carer

### Internally assessed/marked appeals

In accordance with the Joint Council for Qualifications (JCQ) code of practice, we are committed to ensuring that whenever our staff assess students work for external qualifications this is done fairly, consistently and follows the guidelines set by the awarding Body of the qualification concerned.

If at any time a student has concerns about the procedures used in assessing his/her internally marked work for public exams (e.g. coursework/controlled assessments/portfolio/design projects), you have the right to appeal. Please note that an appeal can only be made against the process that led to the assessment decisions, and not against the actual mark awarded.

A student and their parent/carers wishing to appeal should do so formally in writing, stating clearly the subject, the name of their subject teacher, type of work submitted and the reason(s) for the appeal. All requests must be given to Mrs Whelan or Mrs Norman, the school's examinations team, no later than **Tuesday 3<sup>rd</sup> May 2022**. No appeals can be accepted after this date.

Students and their parent/carers will then be invited to attend an appeal meeting in order to present their case to an Appeals Panel, which will make the final decisions. A copy of the school's Appeal Policy is available from the Examination Department on request.

Please be aware that after work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. External moderation can change the marks awarded by the subject teacher for internally assessed work. Felpham Community College has no control over this and as a result it is not covered in the appeals procedure. If you have any concerns about it, please speak to the Examination Department.

### Public Examination results appeals

Students can query marks or grades awarded by an Awarding Body upon receipt of their exam results by contacting the Examination Department, and the subject teacher, as soon as possible after the results have been received to discuss the mark or grade in question. The Examination Department will then advise on the options available to query the mark/grade and the costs involved. A copy of Felpham Community College's internal appeals policy is available from the Examinations Department on request.

Yours sincerely

**Mrs C Preissner**  
Assistant Headteacher



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